

# TOWN OF BIG FLATS

## Department of Public Works

476 Maple Street, P. O. Box 449

Big Flats, NY 14814

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[www.bigflatsny.gov](http://www.bigflatsny.gov)

## COMMUNITY PARK PAVILION PERMIT

PAVILION: \_\_\_\_\_ DATE(S) RESERVED: \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_  
ACTIVITY PLANNED: \_\_\_\_\_ APPROX. # FOR ACTIVITY: \_\_\_\_\_  
APPLICANT/ORGANIZATION/GROUP: \_\_\_\_\_ PERSON IN CHARGE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

<u>Type of Event</u>	<u>Approx. Number Attending</u>	<u>Fee</u>
Family Picnic	25 or less	\$10.00
Group Picnic	26 to 100	\$30.00
Large Groups	More than 100	\$100.00

FEE ENCLOSED: \$ \_\_\_\_\_ FEES MUST BE PAID WHEN THE APPLICATION AND INSURANCE (if applicable) ARE SUBMITTED. Make checks or money order payable to "Town of Big Flats".

Do you request an Alcohol Permit? Yes ( ) No ( ) - If yes, a Comprehensive General Liability policy, to include Liquor Liability Coverage, naming the Town of Big Flats as "Additional Insured" is required. (See conditions on page 2 of this form.)

(Page 2) I have read and initialed the conditions, rules, and regulations listed on Page 2 of this form pertaining to this permit and agree to abide by them and all other park rules. **PLEASE HAVE PERMIT WITH YOU THE DAY OF YOUR OUTING.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title and Organization

\_\_\_\_\_  
Date

Please return the permit, insurance (if applicable) and appropriate fee to the Town of Big Flats. Your original permit along with a receipt will be returned to you.

### FOR OFFICE USE ONLY

Fee Received? ( ) Yes ( ) No ( ) NA

Liquor Liability Endorsement?

( ) Yes ( ) No ( ) NA

Insurance Filed? ( ) Yes ( ) No ( ) NA

Town of Big Flats named Additional Insured? ( ) Yes ( ) No ( ) NA

Date Permit Issued: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

THIS PERMIT IS ISSUED BY \_\_\_\_\_ FOR THE TOWN OF BIG FLATS  
Signature and Title

## **CONDITIONS OF RESERVATION PERMIT**

Be it known that all parks and fields owned by the Town of Big Flats are open to the general public during park hours (6AM to 10:30PM). Reserved times indicated on this permit give the permit holder priority use of the park property during those designated times only. If the permit holder is not using the park property during the reserved time, it reverts back to general public park use.

The person or organization receiving this permit agrees to defend, indemnify, and hold harmless, the Town of Big Flats and its Officers, Agents, and Employees from any and all claims, causes of action, or liability whatsoever, including reasonable attorney's fees arising from use of the Town's premises or from activities allowed under this permit. In addition, in consideration for being granted this permit and receipt thereof, the permittee and/or his/her/its invited guests hereby release the Town of Big Flats from any and all injuries, damages, and like claims arising from any source whatsoever.

### **Rules and Regulations:**

- A. This reservation is not assignable or transferable.
- B. The applicant shall be at least 21 years of age and shall assume full and complete responsibility for supervising and requiring safe and proper conduct by those using the Town's facilities and compliance with the Alcohol Beverage Control Law, when serving or allowing the consumption of alcoholic beverages on the reserved premises.
- C. No one shall be permitted to serve or consume alcoholic beverages on the Town's premises unless the applicant has filed with the Town Clerk proof of insurance of a Comprehensive General Liability policy with a minimum of \$1,000,000 coverage for personal injury and \$1,000,000 for property damage, which includes Liquor Liability coverage and also names the Town of Big Flats as an additional insured. The proof of insurance must be filed at least (4) business days before the scheduled reservation date.
- D. The applicant shall clean the area and properly dispose of any trash or refuse after using the premises.
- E. The applicant shall be responsible and liable for any damage to the premises other than normal wear and tear.
- F. PAVILIONS CANNOT BE RESERVED FOR FUND-RAISING EVENTS.

**PLEASE SIGN AND DATE THIS PAGE AFTER THOROUGHLY READING**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_